

## DEADLINE DATES

The following are the deadline dates for receiving contractor license renewals and applications for Board review:

- Renewal:** 30 days prior to the expiration date
- License Application:** 20<sup>th</sup> of the month prior to the next Board meeting
- License Revision:** Last day of the month prior to the next Board meeting

### January 25, 2011 Board Meeting

- The deadline date to turn in a contractor's license application is:  
**December 20, 2010**
  - The deadline date for a licensed contractor to provide a license revision request is: **January 3, 2011** (*since the State's offices are closed on December 31<sup>st</sup>*)
- Please always allow 5 to 7 business days for mail delivery.
- Check the renewal form of each license profession (*see the "Forms and Downloads" of the website*) relative to late fees and time before losing renewal rights.
- If a contractor's license expired on 12/31/2010, it takes the Board approximately 30 days to audit and process a renewal. To prevent working on an expired licensed, please send in by 11/31/2010.

### Mail Delivery Information

Due to the flooding of State Postal Services building last week, mail delivery was delayed a few days and extra time is needed for our office to validate renewals and applications submitted for the Board meeting. We apologize for this inconvenience and will make every effort to ensure applications received by the deadline date are processed in time for the Board meeting. (Posted: 12/21/2010)